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District 27

<http://www.uspsd27.org>



D/27 Finance and Budget Committee

Guideline Notes to accompany Proposed D/27 Budget

- 1.-Expense reports should be submitted to the D/27 Treasurer within 14 days of expense.
- 2.-Invoices for meetings or other items to be paid by D/27 shall have all NC sales tax listed to facilitate sales tax refunds.
- 3.-Purchase of items for D/27 should be paid directly by the D/27 Treasurer rather than reimbursement to individuals to facilitate sales tax refunds.
- 4.-The Quicken categories should be revised to include new category for each meeting to list payment of NC Sales Taxes to assist with the preparation of future Budgets, to simply filing for refunds, and as a reminder that NC Sales needs to be listed on all invoices paid by D/27.
- 5.-Reimbursements from USPS shall be shown on the appropriate expense reports and deducted to determine the D/27 payment.
- 6.-The D/27 Treasurer should prepare an updated financial report within 30 days after each D/27 function and distribute a copy to each member of the Bridge including Assistants, the Chair of the Finance and Budget Committee and the Chair of the Audit Committee.
- 7.-The D/27 Budget will have funds budgeted as a lump sum for all D/27 meetings to cover some costs that may not be recovered from the meeting attendees. However, all meeting expenses for space, food, beverages, and services should be covered by registration and use fees.
- 8.-Expenses for all D/27 events should itemized and coordinated with the Meeting Chair before any costs for events are publicized to minimize unexpected expenses.